

**DIVISION OF MENTAL RETARDATION SERVICES
PROTECTION FROM HARM
PREVENTION PLAN GUIDELINES**

Purpose:

Prevention Plans are designed to assist providers in preventing harm to persons served and staff through an ongoing program of self-assessment targeted at identification and correction of potentially dangerous conditions or circumstances before they result in harm. The Prevention Plan is a component of the provider management plan and should address risk issue/s and resolution/s for the provider service provision system, much like the Risk Review process identifies risk and resolution for the individual receiving services.

Requirements for Prevention Plans:

- Providers must demonstrate that service recipients, families/guardians, staff members and board of directors/advisory committees have been involved in the development of the Plan;
- Plan must include a listing of the provider's planned self-assessments, the frequency with which they will be conducted and the risks/issues that will be evaluated with each assessment;
- The Plan must identify provider staff responsible for ensuring that the planned assessments are completed, for reporting significant findings to the provider management staff and for ensuring that appropriate corrective/preventive actions are identified and implemented; and
- The Plan must include a procedure for documentation and maintenance of accessible files for self-assessments, including assessment findings and recommendations and evidence that appropriate action was taken regarding recommendations.

Self Assessment Topics:

Providers should identify self assessments associated with the specific risks pertinent to the services offered. Providers are encouraged to consider the following topics for Prevention Plan self-assessments.

- Inside environmental safety;
- Temperature safety; water, refrigerators, freezers, etc.;
- Outside safety in yards, parking lots, sidewalks, etc.;

- **Work and day service site safety;**
- **Fall hazards;**
- **Vehicle and transportation safety;**
- **Medication safety;**
- **Meals and food storage safety;**
- **Durable Medical Equipment safety;**
- **Wheelchair safety;**
- **Safety on community outings;**
- **Emergency Management (e.g., natural disasters and fire);**
- **Theft prevention (property and funds).**

Plan Development:

1. Each provider should conduct a thorough evaluation of their trends and patterns of incidents and harmful or potentially harmful events.
2. Once critical events are identified, trends and patterns of events should establish where plan emphasis should be placed. A review of current self assessments should occur to determine what categories are applicable. When self assessments have been categorized and listed within the topic areas, evaluation should occur to establish where further self assessment is necessary.
3. Review self assessment topics and establish whether additional categories should be added specific to the unique services of the provider, such as volunteer and natural support safety or exceptional/challenging behaviors that create the potential for harm; polypharmacy concerns, routine medical care concerns, etc.
4. Review current Policies & Procedures to identify which policies adequately address the prevention of risk/s for each self assessment topic. List Policies & Procedures under appropriate self assessment topics. Determine if policies or procedures adequately address the specific needs of services/supports provided and modify or supplement as necessary.
5. Document the process that identifies staff responsible for insuring planned self assessments are completed, their frequency, the reporting of significant findings to provider management and ensuring that appropriate corrective and preventive actions are identified and taken.
6. As the Incident Management Committee identifies trends or patterns or as new event/s that create risk occur, modify the Prevention Plan as proactively as necessary.